

SCHEDULE FOR
REVIEW OF STANDARD AND OPTIONAL FORMS
ON CLASSIFICATION AND DECLASSIFICATION

June 7	Introduction and Review plan Cover sheets, labels, signs, etc.
June 19	Classification, declassification, access
June 26	Accountability
July 10	Transmission, mailings, shipment
July 17	Access, visitor logs, cryptographic access
July 24	Final summation

STANDARD AND OPTIONAL FORMS PROGRAM
LIAISON REPRESENTATIVES

Atomic Energy Commission

Mr. Joe Gorman
Chief, Records Management Branch
Office of the Comptroller P-11108
Washington, DC 20545 Code 119, ext. 5543

Central Intelligence Agency

CIA Headquarters Bldg., Room 7E12
Washington, DC 20505

Department of Defense

Mr. Joseph S. Korfanty
Internal DOD Information Requirements
Directorate for Information Control
The Pentagon, Room 4B-011
Washington, DC 20301 Code 11, ext. 77751

Department of Justice

Miss Sylvia Valloric
Chief, Directives and Forms
Management Staff
Office of Administrative Services
Administration Division
Washington, DC 20530 Code 187, ext. 3210

Department of State

Mrs. Gail J. Cook
Room 905, 1800 G Street, NW
Washington, DC 20520